

# Fresh Fruit & Vegetable Program Orientation

DECEMBER 2009

KENTUCKY DEPARTMENT OF EDUCATION  
NUTRITION AND HEALTH SERVICES

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CHILD NUTRITION PROGRAM CONSULTANTS



# Welcome and Congratulations



You are one of 30 Kentucky Districts that  
are a part of the 2009-2010  
USDA Fresh Fruit and Vegetable Program



# AGENDA

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- ◉ Introduction and History
- ◉ FFVP Handbook Overview
- ◉ Nutrition Education
- ◉ Reviews
- ◉ Reimbursements and Expenditure Reports
- ◉ Financial Reporting



# Fresh Fruit & Vegetables Program Handbook

## Fresh Fruit & Vegetable Program

Handbook



Making the Best Decisions for  
Introducing Fruits and Vegetables to Students



Food and Nutrition Service

August 2008

The contents of this manual are based on Section 19 of the National School Lunch Act

A link to the handbook and other USDA resources is on the NHS website

<http://www.fns.usda.gov/cnd/FFVP/Resources/FFVPhandbookFINAL.pdf>



# GOALS OF THE FFVP

(Introduction)

- ◉ Create healthier school environments.
- ◉ Expand and increase the variety and amount of fruits and vegetables children experience and consume.
- ◉ Combat childhood obesity by helping children learn more healthful eating habits (through the consumption of healthy foods and nutrition education).





# PROGRAM HISTORY

(pg. 1)

- ◉ Farm Security and Rural Investment Act of 2002
- ◉ Child Nutrition and WIC Reauthorization Act of 2004
- ◉ The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2006
- ◉ Consolidated Appropriations Act of 2008
- ◉ The Food, Conservation, and Energy Act of 2008 (Farm Bill)





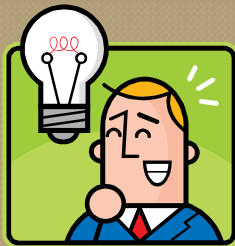
# PROGRAM ADMINISTRATION

(page 2, 8)

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- ◉ Fruits and Vegetables must be provided:
  - To all children enrolled in school
  - Separately from breakfast & lunch meals
  - During the official school day (not before school or during after school programs)
- Selected schools are required to widely publicize within the school the availability of free fresh fruits and vegetables.





# HOW IT WORKS

(PG. 5)

- ◉ Schools submit monthly reimbursement reports of allowable costs
- ◉ Schools develop an implementation plan involving teachers and other school staff to decide when, where and how they want to implement the program and what mix of fresh fruits and vegetables they want to offer the children.



# DISPERSEMENT OF FUNDS

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- ◉ Funds for the FFVP are dispersed two times during the Grant period.
- ◉ July – Must be obligated by September 30<sup>th</sup>.
- ◉ October – Must be obligated by June 30<sup>th</sup>.
- ◉ This is in accordance with the Federal Fiscal Year.





# SELECTED SCHOOLS

(PG. 5)

- ◉ Agree to make free fresh fruits and vegetables available to all enrolled children
- ◉ Provide fresh fruits and vegetables during the school day.
- ◉ ***Widely Publicize*** with the school the availability of free fresh fruits and vegetables.
- ◉ Have documented support of the Foodservice Manager, Principal and district Superintendent.
- ◉ Serve a high number of low income children.

# WHO CAN RECEIVE FRUITS AND VEGETABLES (PG. 7)

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- All children who normally attend your school.
- Any child who is considered a member of the school and who is present during the meal service may participate.
- Cannot be used as gifts or rewards. You cannot withhold participation to discipline students.





# BEST TIME TO SERVE

(PG. 8)

- ◉ During school activities
- ◉ Offer multiple times a day.
- ◉ During classroom time to incorporate service with a lesson plan.
- ◉ Morning break

# BEST PLACE TO SERVE

(PG. 9)

- ◉ Inside classrooms
- ◉ In hallways
- ◉ Inside the nurse's and school's office
- ◉ At kiosks
- ◉ In free vending machines
- ◉ As part of nutrition education activities



# WHICH FRUITS AND VEGETABLES

(page 11-12)

## ◉ What is allowed

- Fresh fruits and vegetables that are ***normally eaten raw.***

## ◉ Introduce children to **new** and **different** fruits and vegetables

- New: Kiwi, star fruit, pomegranate
- Different: Pears example – Bartlett, Bosc, and Seckel





# Which Fruits & Vegetables

(page 11-12)

## ◎ What is LIMITED

- Dips for vegetables (serving size ~ 1-2 tablespoons)
  - Opt for low-fat, non-fat, or yogurt-based dips
  - Salad dressing (low-fat) when taste testing lettuce greens
- Cooked vegetables
  - Limited to once-a-week and MUST be part of a nutrition education lesson
  - ***Only fresh vegetables that are not normally eaten raw may be cooked*** (USDA Memo SP 35-2008: FFVP Frequently Asked Questions)
  - May not claim any additional ingredients that are part of the cooked fresh vegetables dish (USDA Memo SP 35-2008)



# WHAT IS NOT ALLOWED

(PG.11)



- Processed or preserved produce.
- Dip for fruit
- Fruit leather
- Jellied fruit
- Trail mix
- Nuts
- ◉ Cottage Cheese
- ◉ Fruit or vegetable pizza
- ◉ Smoothies
- ◉ Most non-food items, except those allowed under administrative or operational costs.



# CLAIMING COSTS

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- ⦿ Costs to be claimed for reimbursement must be claimed at the time of purchase, not the time of use.
- ⦿ If there are not any costs to be claimed, you will need to send in an expenditure form indicating no costs for the month.

# ALLOWABLE COST VS UNALLOWABLE COST

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**FRESH FRUITS AND VEGETABLES**

# ALLOWABLE



# PRE-PACKAGED FRUIT CUPS



# UNALLOWABLE



# REGULAR DRESSING PACKETS

# UNALLOWABLE



# RANCH FLAVOR PACKETS TO MAKE VEGETABLE DIPS



# UNALLOWABLE



# PRE-CUT APPLE SLICE PACKETS





# ALLOWABLE





# PURCHASING

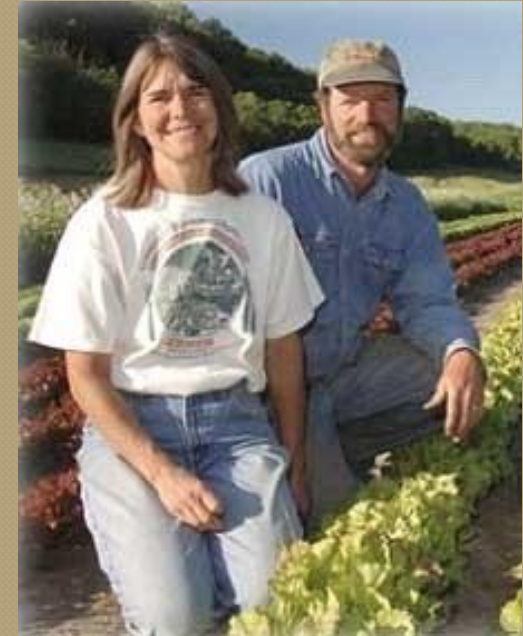
(pg. 13-14)

- ◉ All produce and supplies purchased in facilitating your program must be competitively bid. (Federal Register Vol. 72 No. 210)
- ✓ When purchases are less than \$10,000 the simple bidding system can be utilized.
- ✓ Buy American (FNS Memo SP 28)
- ✓ May apply geographic preference (FNS Memo SP 28)



# PURCHASING LOCAL

- USDA and NHS encourage local purchasing by schools
- Local purchasing is encouraged as part of the FFVP
- Farms do not need any special licensing to sell whole produce to schools
- School Nutrition Directors decide who is an approved vendor
- Handle local whole produce the same way you handle whole produce from regular distributor



# KEEP IN MIND:

- Most farms will only have whole produce to sell. You'll need to prep it into ready to eat snacks
- Apples are easiest for this reason and orchards often like to sell smaller-sized apples
- Partnerships with local kitchens, food co-ops, or caterers can help





# FOOD SAFETY

(pg. 20)

- ◉ Food safety is a priority in the FFVP.
- ◉ Training: hand washing, cleaning and use of equipment, proper washing of fruits and vegetables, storage of leftover items, ect.
- ◉ HACCP plans and SOP's



# NUTRITION EDUCATION

(pg.15)

- Education plans should fit your students
- Use free resources from Team Nutrition and other programs
- Create partnerships to obtain no cost promotional items or services.
- Adapt lesson plans in classrooms to incorporate the serving of the fresh fruits and vegetables.





# TEAM NUTRITION

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- ◉ It is highly encouraged to have participating schools be a Team Nutrition School.

<http://www.fns.usda.gov/tn/>

- ◉ If the elementary school selected is already a Team Nutrition school, it is highly encouraged to apply for a Healthier US designation.

<http://www.fns.usda.gov/tn/HealthierUS/index.html>





# Reimbursable Costs

(page 16-17)

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◎ Two types of costs:

- OPERATING

- ADMINISTRATIVE



# OPERATING COSTS

(page 16-17)

## ◉ Operating Costs – Three types

- Fresh fruits and vegetables

Can include pre-cut produce, ready-made produce trays, and delivery charges

- Nonfood and other items: napkins, paper plates, serving bowls and trays, cleaning supplies, and trash bags, dips for vegetables



- Salary and fringe benefits for employees who wash and chop produce, prepare trays, distribute produce to classrooms, and clean up, etc.





# ADMINISTRATIVE COSTS

(page 16-17)

## ◉ Administrative Costs

- Limited to 10% of your total FFVP grant per school allotment.
- Large equipment such as refrigerators, coolers, small and large carts, and food bars, etc.
- Wages and benefits for employees who compile and maintain expenditure reports, other financial reports, plan and write menus, order produce, track inventory, and coordinate nutrition promotion activities, etc.

# OPERATING VS ADMINISTRATIVE

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## FRESH FRUITS AND VEGETABLES



# OPERATING

**THE SALARY AND FRINGE  
BENEFITS FOR EMPLOYEES  
WHO WASH AND PREPARE  
THE PRODUCE FOR  
SERVICE.**



# OPERATING



THE SALARY AND FRINGE  
BENEFITS FOR THE  
EMPLOYEE WHO PLANS THE  
FFVP MENU AND COMPILES  
THE MONTHLY CLAIM.



# ADMINISTRATIVE

# WHAT IS NOT REIMBURSABLE

(USDA MEMO CODE: SP 35-2008)

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## ◉ Nutrition Education Materials

- Take advantage of the free resources out there.

## ◉ Promotional Costs

- Work with local distributors, farmers, recruit volunteers to help create promotional items, posters, etc.
- Have children create posters as part of a nutrition education lesson and display them around the school.

## ◉ Travel





# FFVP FILE

(PG. 18)

- ◉ A copy of your application and agreement
- ◉ Monthly expenditure reports and supporting documentation (invoices, receipts, etc...)
- ◉ Purchasing/Procurement information
- ◉ Production records
- ◉ Report of activities
- ◉ Financial tracking of grant funds
- ◉ Documentation of staff training on the FFVP
- ◉ FFVP Handbook



# PRODUCTION RECORDS

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- ◉ Schools must keep production records to document the month, date, serving time, food items, portion size, the number prepared, the number of portions served and the amount of leftovers.
- ◉ We strongly discourage frequent serving of leftovers during a lunch or breakfast meal service. Try to incorporate into another FFVP serving time.

# FRESH FRUIT AND VEGETABLE PROGRAM PRODUCTION RECORD

SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME SERVED: \_\_\_\_\_

	FOOD ITEM(S)	PORTION SIZE	# OF PORTIONS PREPARED	# OF PORTIONS SERVED	LEFTOVERS

\* FOR LEFTOVERS - Indicate if they were discarded. If items were not discarded, when the items are served

document on the days production record when it was prepared when it was served and whether it was served



# EDUCATIONAL ACTIVITIES

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- Document on the FFVP calendar the offerings, educational activities and materials provided.
- These will be inspected during your review and should be kept on file for 3 years plus the current year.





## FRESH FRUIT AND VEGETABLE PROGRAM SCHEDULE OF OFFERINGS AND EDUCATIONAL ACTIVITIES

January 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Pomegranite	6	7 Star Fruit	8	9
10	11 Importance of Vitamin C – Orange Slices	12	13 Celery Sticks w/ low fat ranch	14	15	16
17	18	19 Ugly Fruit	20	21	22 Papaya	23
24	25 Apple Slices	26	27	28 American History Class Lesson - Cherries	29	30
31						







# REVIEWS FOR THE FFVP

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- ◉ Reviews of the FFVP are performed at minimum in conjunction with your CRE review or SMI review.
- ◉ A review can still be performed even if you are not up for your CRE and SMI reviews.
- ◉ Program compliance, record keeping, educational activities and the overall implementation of your program will be evaluated.

# REPORTS TO CONGRESS

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- ◉ Interim reports to Congress each FY.
- ◉ Research Study
- ◉ End of the year surveys are required





# FILING YOUR EXPENDITURE REPORT

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- Expenditure Reports for the FFVP should be submitted by the 10<sup>th</sup> of the month starting January 2010 for your December claims.
- Fax to our office at (502) 564-5519 for verification and claims processing.
- Use the FFVP fax form when faxing in expenditure reports.

# HOW TO FILL OUT THE EXPENDITURE REPORT

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- Reporting of expenditure costs are needed for both the individual school and the district as a whole.
- The expenditure report form has been revised.
- The new expenditure report form and all of the new required forms will be posted on our website.



**KENTUCKY FRESH FRUIT AND VEGETABLE  
PROGRAM (FFVP) EXPENDITURE REPORT**

**SCHOOL YEAR** \_\_\_\_\_

**SPECIFY FISCAL YEAR FUNDS:** \_\_\_\_\_

(First allocation of grant funds is July-September, FY 2009) (Second allocation of grant funds is October 2009 through June 30, 2010 – FY 2010)

Name of School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Name of District \_\_\_\_\_

Sponsor Number \_\_\_\_\_

**CLAIM INFORMATION:**

Month/Year \_\_\_\_\_

Number of Days of Operation in Report Month \_\_\_\_\_

**OPERATING COSTS** are: [Please itemize expenses for operating costs on the following pages]:

-- Fruits/Vegetables \$ \_\_\_\_\_

-- Labor (ONLY for preparation, service and  
clean up of Fruits & Vegetables) \$ \_\_\_\_\_

-- Small supplies/other \$ \_\_\_\_\_

**TOTAL OPERATING COSTS** \$ \_\_\_\_\_

**ADMINISTRATIVE COSTS** \$ \_\_\_\_\_

(Equipment, leasing, labor such as; planning, ordering, reporting,  
tracking, inventory, etc. total limited to 10% of grant)\*\*

I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim, that it is in accordance with the terms of the existing Agreement, and that payment has not been received. I recognize that the sponsor will be fully responsible for any excess funds received due to erroneous or neglectful reporting herein. I also understand that this information is being given in connection with the receipt of Federal funds; and that deliberate misrepresentation may subject the sponsor to prosecution under applicable State and Federal criminal statutes. I further certify that all claims for reimbursement shall be submitted to the State agency not later than 15 days after the end of the claim period. I understand that failure to submit claims within the 15-day deadline may result in claims not being paid.

Date: \_\_\_\_\_

Signature of Nutrition Program Director: \_\_\_\_\_

Printed Name of Nutrition Program Director: \_\_\_\_\_

Phone #: \_\_\_\_\_





# KENTUCKY FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) EXPENDITURE REPORT

SCHOOL YEAR \_\_\_\_\_

## **SPECIFY FISCAL YEAR FUNDS**

(First allocation of grant funds is July-September FY 2009) (Second allocation of grant funds is October 2009 through June 30, 2010 – FY 2010)



## CLAIM INFORMATION:

Month/Year \_\_\_\_\_

Report the number of days that the FFVP  
was in operation.

Number of Days of Operation in Report Month \_\_\_\_\_

**OPERATING COSTS** are: [Please itemize expenses for operating costs on the following pages]:

-- Fruits/Vegetables

\$ \_\_\_\_\_

-- Labor (**ONLY** for preparation, service and  
clean up of Fruits & Vegetables)

\$ \_\_\_\_\_

-- Small supplies/other

\$ \_\_\_\_\_

This section  
consolidates the three  
types of operating costs  
into one dollar amount  
to be claimed.

**TOTAL OPERATING COSTS**

\$ \_\_\_\_\_

**ADMINISTRATIVE COSTS**

\$ \_\_\_\_\_

(Equipment, leasing, labor such as; planning, ordering, reporting,  
tracking, inventory, etc. total limited to **10% of grant**)\*\*

This will be the  
consolidated amount of  
operating costs to be  
subtracted from your  
grant allotment on your  
financial tracking.



# SUPPORTING DOCUMENTATION OF COSTS

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- ◉ To support the dollar amounts being claimed for reimbursement you must submit the following:
  - A listing of each item being claimed and corresponding dollar amounts on the appropriate forms.
  - Invoice, P.O. or Personnel Activity Report to back up the items and amounts being claimed.







OPERATING COSTS:		Costs
--LABOR: (Labor directly related to the <u>preparation</u> or <u>serving</u> of fresh fruits and vegetables)		
--SMALL SUPPLIES/OTHER: (Small supplies -- e.g. napkins, paper plates, utensils, bowls, pans and the like, Other - are such items as LOW FAT dips etc.)		
Sub-total Operating Costs		
ADMINISTRATIVE COSTS (costs such as equipment purchases, leasing and labor cost <u>not</u> related to the <u>preparation</u> and <u>serving</u> of fruits and vegetables; labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc. Total administrative costs are limited to 10% of each school's grant.		Total Costs
Sub-total Administrative Costs		



### OPERATIONAL COST CLAIMED FOR LABOR

Staff labor (including fringe benefits) is an allowable operating cost with the FFVP for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, restocking vending machines, and cleaning up. (FFVP Handbook pg. 16)

SCHOOL: \_\_\_\_\_

MONTH/YEAR: \_\_\_\_\_

[illegible]

Fill out this form for each school where labor hours are being claimed. Provide information for each column as described and total the schools' dollar amount of labor hours to be claimed for the month at the bottom. The hours worked directly with the FFVP may be claimed on this form. Hours claimed should not be claimed with another Child Nutrition Program.

TOTAL CLAIM \$



## DESCRIPTION OF ADMINISTRATIVE COST

Administrative costs are limited to 10 percent of your school's total FFVP grant. Administrative costs are the documented expenses you have for planning the Program, managing the paperwork, obtaining the equipment you need, and all other aspects of FFVP that are not related to the preparation and service of fruits and vegetables.

**Administrative costs include the FFVP share of Purchasing or leasing equipment such as refrigerators, coolers, portable kiosks, carts, and portable food bars; Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write menus, order produce, track inventory, and coordinate nutrition promotion activities. FFVP Handbook pgs. 16, 17.**

SCHOOL : \_\_\_\_\_

MONTH/YEAR: \_\_\_\_\_

DATE	EMPLOYEE	DESCRIPTION OF DUTIES	# OF HRS.	HOURLY WAGE	TOTAL DOLLAR AMT. CLAIMED

Fill out one form per month in which the district will be claiming administrative costs to the FFVP.

TOTAL CLAIM \$ \_\_\_\_\_





# SUMMARY

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- Fill out an expenditure report documenting expenditures to be reimbursed for each school.
- Attach the corresponding supporting documentation.
- Consolidate dollar amounts for the district on an additional expenditure report when there is more than one school participating
- Use the FFVP fax form and send into our office by the 10<sup>th</sup> of the month.



KENTUCKY DEPARTMENT OF EDUCATION  
DIVISION OF NUTRITION AND HEALTH SERVICES  
FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)

PHONE: 502-564-5625

FASCIMILE: 502-564-5519

TO: FRESH FRUIT AND VEGETABLE PROGRAM INBOX

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

NUMBER OF PAGES INCLUDING COVER PAGE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

MESSAGE







# D2 REPORTING

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- ◉ Reimbursement for your costs with the FFVP should be documented on your D2 in the miscellaneous/ala carte area
- ◉ Expenditures (including labor reimbursement) should be reported in the miscellaneous area as well.



# QUESTIONS?